

CONFIDENTIAL

Lynn

Approved For Release 2001/08/07 : CIA-RDP78-04308A000100020020-3

VIA : Director of Training
Chief, Operations School
Chief, Headquarters Training

21 August 1958

Proposed JOT Notebook

1. If the package attached, which I reviewed, accurately represents the Binder, content, and format that is proposed for adoption for the impending JOT training program, I believe it to have the following deficiencies:

a. The binder is entirely too small. It would be impossible for the OTR to insert schedules, notes and related data within these dimensions.

b. My understanding has been that it was desired to have a single notebook containing useful data which the JOT personally would have available throughout his prolonged training period. If this is still the purpose, I believe that a pressure type of notebook is far more desirable than the ring-type because it precludes the requirement to perforate paper, insert reinforcing tabs, etc.

c. I do not believe that clandestine operations should be merged in one section. Rather, I would recommend that the notebook -- exclusive of the introduction which certainly should preface the contents -- provide identifying tabs for each of the courses that are proposed for the JOT's. These should be in the same chronological sequence in which they will be offered. Naturally, for some JOT's their books will have a tab of a course, or courses, which they will not take. In addition, fundamental material of a reference variety -- such as the "Glossary of Intelligence Terminology" -- should appear in a special reference section in the back of the book.

d. I would also recommend that the page dealing with the objectives of each course be deleted and that the objectives be defined clearly on each of the course schedules. The JOT's then could insert the entire schedule of the course into the notebooks and hence have an opportunity to refresh their memories at any time during the training period on matters pertaining to identity of lecturers, lecture titles and related information.

ORIGINAL CL BY 061790
 CECI X REVW ON 2010
EXTRNNG 6 YRS BY same
REASON 3d(3)

Approved For Release 2001/08/07 : CIA-RDP78-04308A000100020020-3

CONFIDENTIAL

JOB NO. 04308A000100020020-3
IN CLASS: 04308A000100020020-3 NO. OF PGS: 5 NO CHANGE
NEXT REV DATE: 2010 BY DATE/REF ID: 04308A000100020020-3
NO. PGS: 5 CREATION DATE: 04308A000100020020-3
REV CLASS: C REV COORD: AUTH: HR 70-3

2. In addition to these general comments relating to format, I would suggest that consideration be given to the classification of the notebook. Much of the material that will be offered to the JOT's during their training program will be TOP SECRET in classification. I doubt that we have the time or the manpower to have someone carefully review the notes of each JOT immediately following the completion of a particular course for the purpose of determining what portion of the notes are secret or top secret. Perhaps it would be more effective to arrange to classify each notebook TOP SECRET at the outset.

25X1A9a

Distribution

Orig. & 1 - Addressee

1 - C/OS
2 - CH/OS

OTR/OS/EAS/nas